



CITY OF BURBANK

APPLICATION FOR APPOINTMENT TO CITY CLERK

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Mr./Ms./Mrs. Yegparian, Garen V.

Name _____
(Last)

Residence
Address _____

Resident of Burbank for 18 Years Burbank Registered Voter: Yes X No _____

Fax No. _____

*****Pursuant to Charter Sections 800 and 810, no person shall be eligible to be City Clerk unless he/she is an elector of and actually lives in the City.***

Education:

SCHOOL	MAJOR	GRADUATION DATE & DEGREE
University of Pennsylvania	Chemical Engineering	May 1983, BSE
UCLA	n/a	n/a

Additional Pertinent Courses or Training: Leadership Burbank; I will take courses specific to the position upon appointment; coursework in business and management

Other Pertinent Skills, Experience or Interests: See below (p.2 of application)

Employment Information:

Present Occupation: Office Engineering Tech II

Name of Firm: City Clerk- Special Assessments Section- City of Los Angeles

Address: 200 NW Spring St, Los Angeles, CA 90012

Telephone: 213/918-2621

Specify current or prior service on a City Board, Commission or Committee:

Campaign Finance Reform Committee; Community Development Goals Committee; Charter Review Committee; Park, Recreation, and Community Services; Transit Services Task Force; Trails Committee; Santa Monica Mountains Conservancy Advisory Board; Golf Fund Oversight Committee

APPLICANT'S NAME: Garen Yegparian

List community activities in which you are involved:

- >> Sierra Club—I lead trips locally, in the Sierra Nevada, and elsewhere, to introduce people to our natural heritage and enjoy its wonders. I am an instructor, since 1996, of the Club's Wilderness Travel Course. I am a member of the Angeles Chapter Political Committee and served on the Executive Committee until I was term limited out.
- >> Burbank Armenian National Committee of America—I was a founding member 22 years ago and have served as chair five times. I have helped set policy to better integrate the Armenian community into Burbank's civic life, by getting more people involved in various non-profits, boards and commissions, and political activity.
- >> Burbank Human Relations Council—I support and facilitate BHRC's efforts to address civil rights issues in town.
- >> I support other community groups whenever possible, from helping BTAC move its things from storage when moving into its new facility to collecting food at the grocery stores for Burbank Coordinating Council's Holiday Baskets, or attending fundraising events.

Describe any qualifications, experience, and education, as well as any technical or professional background you may have relative to the duties of this position:

I currently work for the City of Los Angeles City Clerk Department in the Special Assessments Section. I work on the Business Improvement Districts and other special assessments the voters adopt. I have worked for the Elections Division in various capacities over the years from dispatching inspector reservists to assisting with the archives. Elections are the most critical of the City Clerk's duties, though the record keeping and public interaction constitute the largest portion of the office's functions. In this respect, I bring extensive experience from my involvement in various local campaigns and interaction with the Clerk's office. This gives me insights into the optimal way to serve candidates for office. I spent months of volunteer time, classifying and preparing for archiving, decades old, neglected, organizational documents. As Director of Operations of a telecommunications start-up firm, I coordinated all aspects of the company and supervised staff. As Project Manager of a housing development, I oversaw and managed all aspects of the construction process. I am fully bilingual (English & Armenian) and have basic conversational skills in French and Arabic which expand opportunities to better serve the public. The position of City Clerk does require specialized training, and, as I have noted on page one, above, I will enroll in courses fill in gaps in my skill set immediately upon appointment to the position.

What are your goals in serving as the City Clerk?

Three broad categories describe my goals: accessibility, technology, and accountability.

Given the gateway role of the City Clerk's office for the public, maximizing access to city government is what I look forward to expanding, building on my predecessor's openness and helpfulness.

Enabling the improved access will be technology. There are many tools becoming available that will help us make city government more reachable and transparent to the citizens we serve.

Expanding access through technology requires a willingness to be accountable when the public notices mistakes that require correction. Being up-front, admitting errors or omissions, and taking advice and input helps improve our processes and service.

In addition, it would be disingenuous not to state that I seek to advance my public service career.

PLEASE NOTE THAT THIS APPLICATION BECOMES PUBLIC INFORMATION AND MAY BE AVAILABLE ON THE CITY'S WEBSITE.

I hereby certify that the information contained in this application and any accompanying documents is true and correct to the best of my knowledge.

5/1/2012
Date

You are encouraged to attach additional pages, enclose a copy of your resume or submit supplemental information which you feel may assist the City Council in the evaluation of your application.

When completed mail/submit original to:

**Office of the City Clerk
City of Burbank
275 East Olive Avenue
Burbank, California 91502**